

PARKDALE SECONDARY COLLEGE

PERSONAL PROPERTY POLICY



POLICY DATE: 2022

REVIEW PERIOD: 2022- 2026

APPROVED BY: The Principal – David Russell

PURPOSE

To explain Parkdale Secondary College's policy in relation to personal property and to ensure that special or valuable items of personal property are not brought to school.

SCOPE

This policy applies to all school activities, including camps and excursions.

POLICY

Parkdale Secondary College understands that staff and/or students may sometimes like to bring items of personal property to school.

The Department of Education and Training does not have insurance for personal property of staff, students and visitors. Parkdale Secondary College does not take responsibility for items of personal property that are lost, stolen or damaged at school or during school activities. Damage to personal property brought to school is the responsibility of the owner of that property.

Parkdale Secondary College encourages staff and students not to bring items of value to school, or to obtain appropriate insurance for such items.

If students bring items of value to school, they store it in their allocated secured locker or hand the item front office, where the item will be stored securely in a locked cabinet until the end of the day, when the items may be collected by the student and/or parent.

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Annual reminders in our school newsletter
- Available publicly on our school's website
- Published on Compass
- Hard copy available from school administration upon request

RELATED POLICIES AND RESOURCES

- the Department's Policy and Advisory Library (PAL):
 - [Claims for Property Damage and Medical Expenses](#)

EVALUATION

The Principal Team will be responsible for the review of this policy.